



# Justice of the Peace Court

## VACANCY ANNOUNCEMENT NO. JP-03-12

**OPENING DATE:** 07/11/03

**CLOSING DATE:** Continuous

### COURT SECURITY OFFICER

**SALARY RANGE:** \$21,301 Min. - \$26,626 Mid. PG/6  
Shift Differential paid if applicable

**LOCATION:** New Castle County  
**\*PREFERENTIAL REQUIREMENT**

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#### **NATURE AND SCOPE:**

An incumbent in this class reports to either a technical or administrative superior and is responsible for providing security within an entire court facility to ensure that all staff and the public are protected from threats, physical altercations, or other breaches of security. An incumbent advises potentially unruly litigants of proper conduct and uses handcuffs, chemical propellant and restraining techniques to effect necessary restraint of physically aggressive individuals. An incumbent also ensures that the building is vacated at the close of business each day. Typical contacts include judges, masters, commissioner, magistrates, other court personnel, litigants and the public for the purpose of providing security and information.

**PREFERENTIAL REQUIREMENT:** Possession of State of Delaware Council on Police Training Certificate or proof of completion of an accredited police training academy or the equivalent.

**MINIMUM QUALIFICATIONS:** Applicants must have training and/or experience demonstrating competence in each of the following areas.

1. Knowledge of court rules and procedures.
2. Knowledge of security procedures and equipment.
3. Knowledge of the methods and techniques of report writing.
4. Ability to communicate effectively.

***Job Duties***

Conducts searches of persons, briefcases and handbags to ensure that prohibited items are not taken into the court.

Advises potentially unruly litigants of proper conduct to ensure that rules of behavior are understood and followed.

Apprehends, subdues and detains physically aggressive individuals who have violated court rules using handcuffs, chemical propellant and restraining techniques.

Conducts investigations of incidents within the court and prepares reports as necessary.

May assist in the courtroom: Announces the judge, master, magistrate or commissioner, administers oaths to parties, operates courtroom recording equipment, maintains log books of tapes; marking and recording evidence and exhibits.

Performs related work as required.

**LICENSES, REGISTRATIONS OR CERTIFICATES:**

1. Possession of a valid driver's license at the time of appointment and during the tenure in the class.

Note: A labor organization has been elected by employees as their representative for collective bargaining and other work-related purposes. The person selected for this position shall, as a condition of employment, join and pay dues to the labor organization or may, instead, not join but pay a service fee no greater than the dues. The labor organization is required to represent all employees, even those who do not join. Employees who do not join pay a fee for these representation services provided on their behalf.

***Weight of Examination:*** 100% Training and Experience.

***Note: The Hiring Process will include a review of the applicant's criminal history.***

***Benefits:*** These include 15 paid vacation days the first year, 12 paid holidays a year, sick leave with pay, liberal pension, health, dental and life insurance.

***Application may be completed on line by accessing [www.delawarestatejobs.com](http://www.delawarestatejobs.com).***

***Application may be submitted at the following locations:***

**JUSTICE OF THE PEACE COURT**, ADMINISTRATION OFFICE, 30A PARKWAY CIRCLE, NEW CASTLE, DE 19720

**STATE PERSONNEL OFFICE**, Employment Services, Townsend Building, 401 Federal Street, Suite 5, Dover, DE 19901  
Phone: (302) 739-5458

**STATE PERSONNEL OFFICE**, Employment Services, Carvel State Office Building, 1<sup>st</sup> Floor, 820 North French Street, Wilmington, DE 19801

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STATE PERSONNEL OFFICE, Employment Services, Delaware Technical and Community College,  
Owens Campus, P. O. Box 610, Georgetown, DE 19947

Accommodations are available for applicants with disabilities in all phases of the application and employment process. Persons with disabilities are encouraged to call 739-5458 to request an auxiliary aid or service.

TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

THE STATE OF DELAWARE - AN EQUAL OPPORTUNITY EMPLOYER AND  
AFFIRMATIVE ACTION

**Direct deposit of paychecks will be required as a condition of employment for all new employees.**